

PROSPECTUS FOR THE
OPERATION AND MAINTENANCE OF:

MARK TWAIN RECREATION FACILITIES

- **Big Bay Campground/Recreation Area**
- **Greer Campground/Recreation Area**
- **Lane Spring Campground/Recreation Area**
- **Loggers Lake Campground/Recreation Area**
- **Marble Creek Campground/Recreation Area**
- **Markham Spring Campground/Recreation Area**
- **North Fork Campground/Recreation Area**
- **Paddy Creek Campground/Recreation Area**
- **Sutton Bluff Campground/Recreation Area**

USDA Forest Service
MARK TWAIN NATIONAL FOREST

January 29, 2004

Submittals due by 4:00PM (CST) Thursday, February 26, 2004

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I. INTRODUCTION

Overview of the Opportunity

This prospectus is issued to seek applications or proposals for a Special Use Permit to provide high-quality public service in the operation and maintenance of Government-owned recreation facilities located on the Mark Twain National Forest. The Permittee collects and keeps any user fees and other income generated, and in return agrees to operate and maintain the activities and facilities included in their permit for public recreation. As part of the application, a fee will be paid by the permittee to the Forest Service for use of government land and facilities. The authorized officer for this offering is Ronnie Raum, Forest Supervisor, 401 Fairgrounds Rd., Rolla, MO 65401.

This prospectus includes multiple offerings. It is the only one being issued at this time and encompasses the following recreation sites: Big Bay Campground/Recreation Area, Greer Crossing Campground/Recreation Area, Lane Spring Campground/Recreation Area, Loggers Lake Campground/Recreation Area, Marble Creek Campground/Recreation Area, Markham Spring Campground/Recreation Area, North Fork Campground/Recreation Area, Paddy Creek Campground/Recreation Area, and Sutton Bluff Campground/Recreation Area. Reference Appendix B, which includes a Forest Vicinity Map and Location Maps showing each of the Offered Recreation Sites. Recreation site concessions are authorized by special use permits issued under the agency's Organic Act, 16 U.S.C. 551, the Granger-Thye Act, 16 U.S.C. 580d, and the implementing regulations in 36 C.F.R. Part 251.

An applicant or proponent may submit an application to operate one, all, or any combination of the sites within this prospectus. If the applicant submits applications for a combination of sites, the applicant may qualify their applications by either limiting the number of sites they are capable of operating or specifying the minimum of sites they must receive. (Example: An applicant could state that they could accept only one recreation area, or no more than five recreation areas, or an applicant might state that they could accept no less than 2 recreation areas, and that they will not accept award unless they are awarded at least one particular area.)

This prospectus supplies all details, background information, recommendations or examples to help the applicant understand and respond to application requirements. It is assumed the application will be based on the requirements as written. Some requirements ask for a response by the applicant.

The information in this prospectus is from generally reliable sources, but no warranty as to its accuracy is made. Each applicant is expected to make his/her own assessment of the business opportunities offered in this prospectus.

All applicants have an equal opportunity to apply. Except for Members of Congress, Resident Commissioners, and current Forest Service employees, any individual or entity may apply.

The Forest Service is not obligated to accept the application with the highest return to the Government. The Forest Service reserves the right to issue the permit on the basis of a trade-off between the fee to the Government and technical merit.

The Forest Service reserves the right to issue a permit based solely on initial applications, without oral or written discussions.

The Forest Service reserves the right to reject any or all applications, and to rescind the prospectus at any time before a permit is issued.

The selected applicant(s) will be issued and be required to comply with clauses in a special use permit that provides the requirements for each area that they are to operate. Unless the applicant specifically applies for a shorter permit period, the permit will expire five (5) years from issuance and may be extended for (5) more years at the sole discretion of the authorized officer based on sustained satisfactory performance or administrative need. See FS-2700-4h "Special Use Permit for Campground and Related Granger-Thye Concessions" for recreation areas on the Mark Twain National Forest at the end of this document, (Appendix A).

Profitability

The Forest Service cannot ensure a profitable operation to the successful applicant; therefore, applicants are encouraged to make their own economic appraisal of each of the opportunities offered by this prospectus, making their own determination concerning business viability.

<h3>Minimum Annual Permit Fee</h3>

The permittee is required to pay an annual special use fee for use of government land and facilities. The minimum fee will be based on the three-year average of gross receipts. The Forest Service has set the minimum dollar amount for this full group of sites at **\$1650.00** per year. For sites with average gross receipts less than \$5,000 (Greer, Loggers Lake, Marble Creek, and Paddy Creek), the minimum annual fee will be \$100/site. Fee for sites with average gross receipts greater than \$5,000 but less than \$10,000, (Big Bay, Lane Spring, Markham Spring, North Fork, and Sutton Bluff) will have a minimum annual fee of \$250. If an applicant bids on less than the full group, he/she should include the minimum bid for each site selected with his/her proposal. Applicants may propose a fee below the stated minimum fee, provided they can document why this represents fair market value. The FS may reject the proposed fee if it determines that it does not reflect fair market value.

The applicant will specify in the Permit Fee Schedule Form (found in Appendix K) what amount they will pay, equal to or greater than the minimum **for each year** of the permit. Proposed fees below this amount will not be considered. This can be in the form of a flat rate, a percentage of gross revenues, or a combination (such as a flat rate up to a specified amount of revenue, and a percentage above that).

Payment of Fee

For the first year, the fee will be due with the return of a signed special use permit. For the remaining term of the permit, including option periods if exercised, the Forest Service will bill the permittee between January 1 and April 1 of each year.

The permit fee is to be paid within 30 days of billing date.

Granger-Thye Fee Offset (Fee Credits for Reconditioning Maintenance)

The permit fee may be offset in whole or in part by the value of Government maintenance and reconditioning, as defined in FS-2700-4h, which is performed at the holder's expense. (Refer to Reconditioning Maintenance (fee offset) under Technical Specifications in Chapter III on pages 22 & 23, and also to Appendix J.)

The permittee will be required to complete Reconditioning Maintenance Projects to **offset a minimum of 90%** of the special use fee. A list of typical projects, which include heavy maintenance and reconditioning, is located in Appendix J. This is a reimbursement system of the special use fee already paid, based on the actual costs of completing the Reconditioning

Maintenance items. This list may change or its priority may be adjusted due to unforeseen circumstances. A proposed list for the 5-year term of the permit will be included with the initial operating plan submitted by the permittee.

The permittee may choose from several options to meet this obligation:

1. Permittee can use his/her own employees.
2. Permittee can hire a contractor.
3. Permittee can enter into a Collection Agreement with the Forest Service, for the government to arrange for accomplishment of the work. (See Appendix J for sample agreement.)

Instructions for Submitting Applications

Time for Submission

All written-proposal packages must be submitted to the:

Forest Supervisor's Office
Mark Twain National Forest
401 Fairgrounds Rd.
Rolla, MO 65401
Attention: Nancy Feakes

Applications will be accepted up to **4:00 PM (CST), Thursday, February 26, 2004**. Please use the enclosed envelope to submit your application. Late applications may not be considered.

Application Information

Applicants may submit proposals for any individual, any combination, or all recreation sites offered in this prospectus.

Applicants must submit three (3) complete copies of their proposal and supporting documents. Unless requested in writing to return proposals, all unsuccessful applicants' proposals and supporting documents will be destroyed after the appropriate appeal period. Portions of the selected applicant's or applicants' package(s) will become part of the special use permit.

If information is missing or incomplete, the result will be a lower score with respect to the evaluation criteria to which the information pertains. Please ensure that all requested items are submitted. Companies or corporations submitting an application must sign using the name of the appropriate executive officer, together with the official address. An individual should sign his/her name and furnish the residential or business address.

The requirements of this prospectus shall not be modified by any oral statement made by a representative of the United States Department of Agriculture, Forest Service. If it is determined that an error or omission has been made, or additional information is required, a written amendment will be sent to each person receiving a copy of this prospectus. In the event that a contradiction exists between this prospectus and the special use permit, the special use permit terms supersede the prospectus.

The successful applicant[s] will be issued a special use permit valid for either two (2) or five (5) years, depending upon preferences stated in the application, the strength of proposal and level of experience, with an option to renew for five (5) additional years for the listed offerings. The special use permit issued will have an expiration date of December 31, 2008, and the extension would

expire on or before December 31, 2013, which would facilitate the issuance of a Forest-wide prospectus at that time.

Submission of Application

The applicant's submission should consist of two separate documents: the Proposal and the Business Plan.

The Proposal

The proposal should be a written document that addresses and describes in detail the applicant's proposed operation in conjunction with each of the offered recreation sites that they are interested in. The proposal should address all the items outlined in Chapter IV, The Permittee's Operating Plan, and Chapter V, Concession Income and Expenses.

This prospectus offers **9** recreation sites to be operated and maintained by the successful applicant(s). The recreation sites vary in size and complexity, amount of use by the public, facilities and activities provided, and proximity to major highways and cities. They offer many challenges to cost-effective operations. A carefully thought-out and detailed Operating and Maintenance Plan is essential to ensuring a smooth-running and customer service-oriented operation. Quality customer service, including all aspects of operating and maintaining existing recreation sites, is a major consideration to the Forest Service.

Suggested Format for Submission

The following outline is a suggested format for submitting your proposal. It is not required that your proposal adheres to this format; however, you need to cover all of these topics. Following this format in your proposal offers the benefit of aiding the evaluation panel in facilitating comparable evaluations of submittals.

- A. Introduction (Name of Company/Individual, Proposal being submitted. It must be clear which site(s) you are interested in operating.
- B. Proposed Plan of Operation/Operating Plan (See "criteria" on page 6, and also see Appendix C for example format. If applying to operate more than one site, you may submit one plan for each site, or one plan that covers all the sites you are applying for.)
- C. Pricing Policies
- D. Other Special Services Offered
- E. Business Plan, including:
 - Fee to the Government
 - Fees Charged To the Public
 - Request for Verification Form (FS-6500-25, located in Appendix K).
- F. References
 - List references and any applicable special use permits that you have held within the past 5 years.

The Business Plan

Applicants are required to submit a Business Plan. Appendix L has a suggested Business Plan; applicants should use it or the Business Plan format outlined below. The outline below shows the minimum requirements. (See Appendix K for forms.)

The Business Plan will be used to evaluate the applicant's financial and technical ability. It and all financial information and projections are confidential information, and may not be released by the

Forest Service, to the extent allowed in the Freedom of Information and Privacy Act, 5 U.S.C. 552 and 552a, respectively.

Business Plan Format/Requirements

1. Documentation of Business, Company, or Organization
2. Narrative Description of Who Will Perform Work
3. Description of Business Experience and Past Performance Evaluations
4. Financial Resources (Financial Statement, Form FS-6500-24, and Request for Verification, Form FS-6500-25) Payment history &/or credit references.
5. Cash Flow Projections for the First Two Years of Operation
6. Fees Charged to the Public
7. Estimated Fee to the Government

Questions

Whom to Contact for Information

Prospective applicants are urged to consult with forest or district personnel regarding questions related to the offering(s) in this prospectus, permit conditions, operations of the recreation sites, or other related submittal requirements.

General questions may be directed to Recreation Manager **Nancy Feakes (ext. 472)**, Forest Supervisors Office, Mark Twain National Forest, 401 Fairgrounds Rd., Rolla, MO 65401, **(573) 364-4621**, TTY or FAX (573) 364-6844. Questions about specific sites or show-me trips should be directed to the following personnel:

Ken (K.C.) Olsen (573) 325-4233 Hwy 19 North Route 1, Box 1908 Winona, MO 65588	(Markham Spring– Poplar Bluff Ranger District) (Greer – Eleven Point Unit of Doniphan/Eleven Point Ranger District)
Paul Nazarenko (573) 438-5427 Highway 8 West P.O. Box 188 Potosi, MO 63664	(Marble Creek– Fredericktown Unit of Potosi/Fredericktown Ranger District)
Chuck Miner (417) 847-2144 Hwy 248 East P.O. Box 310 Cassville, MO 65625	(Big Bay – Cassville Unit of Ava/Cassville/Willow Springs Ranger District)
John Bryan (573) 729-6656 1301 South Main P.O. Box 460 Salem, MO 65560	(Sutton Bluff & Loggers Lake – Salem Ranger District)
David Hummingbird (573) 364-4621 x 437 401 Fairgrounds Rd. Rolla, MO 65401	(Lane Spring – Rolla Unit of Houston/Rolla/Cedar Creek Ranger District) (Paddy Creek – Houston Unit)
Kale Horton (417) 683-4428 1103 South Jefferson P.O. Box 188 Ava, MO 65608	(North Fork – Willow Springs Unit of Ava/Cassville/Willow Springs Ranger District)

Overview of Selection Process

A selection panel made up of knowledgeable and experienced Forest Service and personnel will evaluate each proposal package against the following **criteria**, listed in descending order of importance:

1. Proposed Operating Plan Provisions
2. Business Experience and Performance of Firm and Group Manager
3. Business Plan and Financial Resources
4. Special Services
5. Proposed Fee Structure
6. Fees Paid to the Forest Service

1. Operating Plan

This criterion is about judging the quality and quantity of services the applicant proposes to provide.

Key items to be evaluated include: length of operating season; any customer service improvements not specifically required; how the applicant plans to meet the operating standards and requirements; how the applicant will plan and complete Fee Offset projects; the applicant's proposed organizational structure; and personnel needs including the qualifications, training, job role, responsibilities, and authorities of each position. Applicants should also address length of stay permitted, festivals or special events proposed, and methods of advertisement.

2. Business Experience and Performance of Firm and Group Manager

The Forest Service will evaluate the past experience and performance of both the firm and the group or area manager, in order to give credit for related experience and/or indications of quality. The Forest Service is interested in reviewing past performance and management skills of the firm, and the group manager(s) in the context of relevant experiences to this type of project.

The group manager(s) will be the principle contact with the Forest Service on-site. The Forest Service considers past performance of the group manager, including reliability, supervision and dealings with customers, of equal or greater importance than the amount of recreation or other business experience of the firm.

Past experience or performance with similar situations will be carefully analyzed. We expect applicants to list 3-5 firms with which they have worked in a similar situation, **if they have such previous experience**. We may contact each of those firms or agencies listed to check on their performance in those situations. Lack of previous directly related experience does **not** disqualify an applicant.

3. Business Plan and Financial Resources

This criterion is made up of two components:

1. A cash flow analysis for the first 1-2 years of operation,
2. A financial statement (FS-6500-24 - balance sheet, income statement), and other pertinent statements.

Both the amount of financial ability and the quality of documentation will be taken into account in judging each applicant's financial capability.

4. Special Services

This criterion gives credit for **optional services provided above and beyond the specified minimums**. The Mark Twain National Forest is particularly interested in selecting a concessionaire that will offer more than just the basics to the recreationists at our sites. We are looking for proposals that will encourage the site managers to offer the recreationists additional things to do, or support them in their recreational pursuits. Proposals that include sales of firewood, ice, soft drinks and mosquito repellant or sunscreen, and/or bait will be favored. We are particularly interested in proposals to offer use or rental of canoes or float tubes, paddle boats, fishing gear, bicycles, or other items, as appropriate. We are also seeking proposals that include interpretive programs, kids fishing derbies or other contests, or basic instruction in fishing or other activities. A proposal that includes promotions to increase use at the recreation areas will be favored over those that only seek to serve the existing clientele.

Special efforts to serve the local publics and/or to improve relationships with and services to the local communities should be described here. (Refer also to page 4 and Appendix C.)

5. Proposed Fee Structure

Under this criterion, the services that will be provided are compared to the prices that will be charged to the public for them. An applicant that offers a wide range of services at a higher price could achieve a higher rating than an applicant who only offers required services at a lesser price, depending on what is offered and the difference in proposed pricing. Applicants are encouraged to choose to maintain prices for the previously offered services for the 2004 recreation season, and may propose a different set of prices for future seasons. Applicants may choose to offer cheaper rates for weekday use, or special deals for multiple night stays. Camping fees have been charged at all of these sites for a number of years, and day use fees have been charged at all of them except Big Bay, Paddy Creek and Greer for at least five (5) years.

6. Fees paid to the Forest Service

This criterion evaluates the annual fee the applicant will pay to the Government for the use of the federal facility and associated land. Applicant will specify in their application what amount they will pay; this fee must be equal to or greater than the minimum for each year of the permit.

Applications will be evaluated by a team of Forest Service employees. Final selection will be based upon which applicant's proposal is technically acceptable and whose technical/fee relationship is most advantageous to the Government. The fee is an important factor, and it will be considered in the decision. The critical factor in making any fee/quality trade-off is not the spread between the technical scores, but rather what it would cost the Government and if it is in the Government's best interest to take advantage of the technical difference. Therefore, award may not necessarily be made to the applicant submitting the highest fee with a technically acceptable offer.

<h2>Special Notes Regarding Selection</h2>

The Forest Service reserves the right to reject any or all applications and to waive technical defects in the applications. Non-responsive applications will not be considered.

The Forest Service reserves the right to issue a permit based solely on initial applications, without oral or written discussions.

All applications will become the property of the U.S. Government.

The Forest Service reserves the right to rescind the prospectus at any time before a permit is issued.

CITY	POPULATION
Kansas City, MO	(443,000 in city, 655,000 in county)
St. Louis, MO	(443,000 in city, 1,016,000 in county)
Wichita, KS	(355,000 in city, 453,000 in county)
Springfield, MO	(151,000 in city, 241,000 in county)
Columbia, MO	(87,000 in city, 136,000 in county)
Joplin, MO	(46,000 in city, 105,000 in county)

A Financial Assessment Determination (FAD) will be made only on the selected applicant(s), as a prerequisite to permit issuance.

II. SITE DESCRIPTION AND INCOME/EXPENSE INFORMATION

General Description of Forest

The recreation areas available for concession are within the 1.5 million-acre Mark Twain National Forest. Located in southern Missouri, the Mark Twain is crisscrossed by rivers and streams, some fed by some of the largest springs in the country. The Forest extends from the St. Francois Mountains in southeast Missouri across the foothills and plateaus of the Ozarks to more rugged mountains in the southwest. The Mark Twain, as all national forests, is managed for a variety of interests, including outdoor recreation, range, timber, fire protection, wilderness, minerals, watershed and habitat for fish and wildlife. Managing for multiple uses distinguishes national forests from national parks. (National parks are managed with more emphasis on preservation of resources and on public uses compatible with that mission). The main values of the Mark Twain National Forest focus on ecology, aesthetics, wildlife and recreation. The Mark Twain has thousands of acres of timberland, lush grazing lands, active commercial mines and over 300 species of wildlife. Clear lakes and free-flowing streams have healthy populations of fish.

The primary market area for the Forest includes the following urban areas within a 3-hour drive of one or more of the available recreation areas:

Major metropolitan areas such as Chicago, Cincinnati, Columbus, Memphis, Tulsa, Oklahoma City, and Little Rock are a leisurely day's drive away. In fact, nearly one quarter of the nation's population lives within a day's drive of the Forest.

The market area for the sites covers a broad area encompassing southern Missouri and northern Arkansas. The Recreation Areas provide a variety of outdoor recreation experiences within the scenic Ozarks Region from hiking and fishing to swimming and boating.

Access to the Forest

A network of three major interstate highways funnels people into the Forest. These include: I-44, passing through the forest in a northeast/southwest direction, I-55 carries north-south traffic just east of the forest, and I-70, a major east-west route just north of the forest. The nearest full service airports are located in St. Louis, MO and Springfield, MO.

Description of Specific Areas

The permit covers the recreation sites described below. These sites are located throughout the forest. See Appendix B - Vicinity Maps for more details. Also see Appendix D - Inventory of Government Property to help you determine numbers and capacities of facilities at each site.

BIG BAY RECREATION AREA

1. Location: Big Bay Recreation Area is located on the Big Creek arm of Table Rock Lake, in Stone County, Missouri. It is 2 miles east of Shell Knob on Big Bay Road. Is approximately 60 miles southwest of Springfield, Missouri, 35 miles west of Branson, Missouri, and 25 miles northeast of Eureka Springs, Arkansas.

2. Government owned improvements (a detailed list with associated dollar value is found in Appendix D).

Campground:

- 2 flush toilet buildings with electric lights and outlets
- 34 individual sites, walking path to lake on 22 sites. Site length varies from 25-60'.
- host site has water, sewer, electric and telephone hook-ups
- pressurized water system with 10 hydrants in campground
- overflow sites limited, but available

Picnic Area:

- 1 concrete vault toilet building
- 15 dispersed picnic sites with tables
- boat launch
- parking areas present but part of County Road system

Entire road system is paved. YY-1A is an asphalt county road which loops down past the campground entrance and circles past the picnic area, boat ramp and parking area and loops back into itself. Campground entrance is gated and can be closed when full, if warranted, or during non-use. The camping units are located along two loops. Most units have parking for two vehicles, various lengths of camping trailers, a tent pad, a fire ring/grill, lantern pole, and picnic tables, many have two on site, depending on size of site. Toilet facilities and water stations are within easy walking distance of all camping units. Many sites are open to the waters edge with access via a walking path. Lots of trees throughout the area provide screening between individual sites. There is a pressurized water system in the campground. The host site has a sewer dump, electric, water and private telephone available. There is a public telephone located adjacent to the existing fee station which is lighted. Twenty-five sites at this campground are currently reservable through the National Recreation Reservation System (NRRS).

GREER CAMPGROUND RECREATION AREA

1. Location: Greer Campground is located on the Eleven Point Scenic River, in Oregon County, Missouri. It is 9 miles north of Alton, Missouri, and 18 miles south of Winona, Missouri, on the east side of Highway 19 just north of the Eleven Point River.

2. Government owned improvements (a detailed list with associated dollar value is found in Appendix D).

Campground:

- one host site which includes water, telephone, electric, sewage disposal.
- 19 individual camp units that include picnic table, lantern pole, ground fire ring, and gravel approach.
- 2 single vault toilet buildings in the middle of the campground.

- 3 water stations.
- 1 bulletin board and a fee station and collection tube.
- 2 garbage collection points, one with 8 cans and one with 4 cans.
- 2 of the 19 sites have a covered shelter over the picnic table.
- the campground is a loop unit with chat gravel road for access.

Picnic Area:

- the picnic area adjoins the boat access near the river.
- 1 double vault toilet building.
- 8 picnic tables with 5 pedestal grills and 3 ground grills.
- 25 parking areas.
- 2 water stations.
- 1 garbage collection point for contracted dumpster.
- the access road and parking areas are asphalt surfaced.

Boat Access:

- 1 bulletin board at the boat access.
- 1 concrete boat ramp, recently reconstructed.
- 9 parking slots for trailers and 13 parking slots for single vehicles.
- the access loop road and parking slots are asphalt surfaced.

The main entrance to Greer Campground, picnic area, and the boat access is by paved road system. The campground area is a loop gravel road that junctions off of the paved road entrance. There is no gate to close off the area. Camping units are located along the campground loop and all units have parking for two vehicles. Each camp unit has a lantern pole, a picnic table, fire ring/grill and tent pad. Toilet facilities and water stations are within easy walking distance of all camping units. There are no sites along the river and the river cannot be seen from the sites because of dense vegetation, however, there are some walking trails to the river from the campground. The camp sites have buffers between each other as vegetation is allowed to grow and create privacy. The host site has a sewage waste disposal with a tank and drainfield, electric, water and private telephone hookup available. The existing fee station is lighted for convenience of night users. The boat access area is being reconstructed in fall/winter FY2004. The paved main entrance road that loops around the boat access is also used by 3 canoe outfitters that are authorized to launch canoes (mainly) at the boat access ramp, and needs to be open for use almost year-round. The Ozark Hiking Trail goes through this developed area.

LANE SPRING RECREATION AREA

1. Location: Lane Spring Recreation Area is located in Phelps County, Missouri. It is 3/4 mile off U.S. Highway 63, twelve miles south of Rolla, Missouri, and thirteen miles south of I-44.
2. Government owned improvements (a detailed list with associated dollar value is found in Appendix D).

Campground:

- 2 concrete block vault toilet buildings
- 18 individual sites
- 1 group site
- 2 water stations

Picnic Area:

- 3 concrete block vault toilet buildings
- 2 group pavilions with tables
- parking for 96 vehicles

- 6 water stations
- 15 dispersed picnic sites with tables and grills
- Commercial playground equipment, with shredded tire surfacing

Lane Spring Recreation Area is located along Little Piney Creek, on a segment managed as a Wild Trout Management Area. Activities include fishing, wading and tubing as well as hiking on the Blossom Rock and Cedar Bluff trails. The camping units are located along one loop, which has a gate that can be closed when full or during non-use. Each single unit has a parking spur which will accommodate a vehicle, various lengths of camping trailers, a tent pad, one picnic table, a fire ring/grill, and lantern pole. The double site has 2 picnic tables, 2 tent spots, and 2 parking spurs. Toilet facilities and water stations are within easy walking distance of all camping units. There is a pressurized water system in the recreation area. The host site has electricity, telephone, and water and sewer hookups. There is a gate controlling access to the entire recreation site that is generally closed at night. **The forest plans to install individual electrical hook-ups at approximately 40 – 50% of the campsites in the spring or summer of 2004.** The picnic shelters are currently reservable through the National Recreation Reservation System.

LOGGERS LAKE RECREATION AREA

1. Location: Loggers Lake Recreation Area is located on (gravel) Forest Road 2193, six (6) miles southwest of Bunker, Missouri, off of Highway A.

2. Government owned improvements (a detailed list with associated dollar value is found in Appendix D).

Campground:

- 13 single camp sites (each includes fire ring, table, and some have a lantern post)
- 1 vault toilet building (double)
- 2 water stations
- 1 boat launching ramp
- 1 host site (no electric)

Beach Picnic Area:

- 1 boat launching ramp
- 1 fishing pier
- 2 vault toilet buildings (single)
- 4 picnic sites with tables, 3 with fire pits, and 1 with grill
- 6 parking spaces
- 1 water faucet
- beach w/sand

Picnic Area:

- 2 picnic sites with tables, 2 with fire pits, 1 with grill
- 15 parking spaces
- 2 vault toilet buildings (single)

The campground is located adjacent to the 22-acre Loggers Lake, constructed by the CCC in 1940, and includes a boat ramp. The main entrance road to the area is paved, and the campground has a loop road design. The recreation area has a pressurized water system that comes from the Oak Knoll well, but no electricity. There is a trail around the lake, with a short spur trail to the rock springs. Many campsites have a view of the lake, with only light vegetation in between. The concessionaire has the option of utilizing Oak Knoll Campground for host accommodations, overflow camping, group use, or other uses that may be included in their proposal, but is not

required to operate this site. If this option is selected, the concessionaire would be required to perform all maintenance and operation tasks for this site. The Forest Service will not be operating the Oak Knoll Campground during the life of this permit. Oak Knoll Campground includes a gravel road, fifteen flat campsites that can accommodate travel trailers, and four single vault toilets that are operational at this time.

The nearby Oak Knoll Campground has the following facilities:

- 15 single camp sites (tables and fireplaces available)
- 3 older vault toilet buildings, (doubles)
- 3 water faucets, 1 well house, 1 well cover
- 1 gate
- 1 fee station
- 1 host site w/electricity

MARBLE CREEK RECREATION AREA

1. Location: Marble Creek Recreation Area is located on State Highway E, 20 miles southeast of Fredericktown, Missouri, and 14 miles south of Ironton, Missouri.
2. Government owned facilities (a detailed list with dollar values is found in Appendix D).

Campground:

- 25 single camp sites
- 1 double camp site
- 2 vault toilet buildings

Picnic Area:

- 19 picnic units

The Marble Creek Recreation Area has several grassy play areas, an old grist mill and swimming in Marble Creek. There has been **no** drinking water available at the Marble Creek Recreation Area since 1998, nor are there any plans to provide any. Concessionaires are encouraged to sell bottled water. There may also be an opportunity to sell permits ATV permits at this recreation area, if the proposed ATV administrative study at Cherokee Pass is implemented in 2004-2006. Applicants for this site should address their interest in and plans for selling Mark Twain National Forest ATV permits, if this is approved. (See Appendix N for more details). Sites at this campground are currently reservable through the National Recreation Reservation System (NRRS). This recreation area is an important trailhead for the Ozark Trail. Local equestrians have expressed an interest in having additional trailer parking made available at the trailhead.

MARKHAM SPRING RECREATION AREA

1. Location: Markham Spring Recreation Area is located on State Highway A, 10 miles northeast of Ellsinore, Missouri.
2. Government owned facilities (detailed list with associated dollar value found in Appendix D).

Campground:

- 40 single camp sites
- 3 group camp sites
- 1 vault toilet building
- 3 shower/toilet buildings
- 12 water stations
- 4 double camp sites

- 1 dump station

Picnic Area:

- 28 picnic sites
- 1 toilet building
- 6 water fountains
- 125 parking spaces
- 1 boat launching ramp

The camping area is comprised of three camping loops for individual sites and one camping loop for group camping. There is a single lane boat launch. The camping area has three combination restroom/shower buildings with pressurized water and septic systems, hot showers and electricity. The campground host site has electricity, phone, water and septic hookups. **The Forest Service is currently working with Ozark Border Electric Cooperative to re-design the group camping loop and to install electrical hook-ups in up to 12 of the campsites in spring, 2004,** and plans to construct a pavilion within the next couple of years. There may also be an opportunity to sell permits ATV permits at this recreation area, if the proposed ATV administrative study at Blackwell Ridge is implemented in 2004-2006. Applicants for this site should address their interest in and plans for selling Mark Twain National Forest ATV permits, if this is approved. (See Appendix N for more details).

NORTH FORK RECREATION AREA

1. Location: North Fork Recreation Area is located on State Highway CC, 17 miles west of West Plains, Missouri, and 90 miles southeast of Springfield, Missouri.
2. Government owned facilities (a detailed list with associated dollar value is found in Appendix D).

Campground:

- 20 single campsites
- 2 vault toilet buildings
- pressurized water system

Picnic Area:

- 12 picnic sites
- 2 vault toilet buildings
- boat launch area

The North Fork Recreation Area is located on the North Fork of the White River. Swimming, fishing, floating, and photography are major uses complementing the Recreation Area. The campground host site has electricity and water hookups, and a pressurized water system serves the Recreation Area. The picnic area is a popular canoe launch site for local outfitters and individual canoe owners.

PADDY CREEK RECREATION AREA

1. Location: Paddy Creek Recreation Area is located northeast of Roby, MO on Forest Road 220.
2. Government owned improvements (a detailed list with associated dollar value is found in Appendix D).

Campground:

- 21 single camp sites (each with table and fire ring)
- 2 double camp sites
- 1 vault toilet building

Picnic Area:

- 10 picnic sites
- parking spaces
- 1 vault toilet building

The Paddy Creek Recreation Area is located just outside the Paddy Creek Wilderness on Paddy Creek, a tributary to the Big Piney River. The area is comprised of a campground, picnic area, and trailhead. There is no drinking water available in the recreation area. The campground host site is primitive, and does not have electricity or water hookups, or sewage waste disposal. This recreation area serves as a trailhead for the Paddy Creek Wilderness and the Big Piney Trail, and is popular among day users. Spring and fall are key times for campers here, when hiking is most attractive. Big Piney Trail Camp is located a short distance away, and provides a primitive camping opportunity for equestrians.

SUTTON BLUFF RECREATION AREA

1. Location: Sutton Bluff Recreation Area is located on Forest Route 2236, 13 miles off of State Highway 21 and 72. Sutton Bluff is located approximately 41 miles southeast of Salem, Missouri, and 48 miles south of Potosi, Missouri.
2. Government owned improvements (a detailed list with associated dollar value is found in Appendix D).

Campground:

- 35 camp sites, including 3 doubles (each with a table, fire ring, and lantern post)
- 2 vault toilet buildings
- 1 flush toilet building
- 3 water stations

Picnic Area:

- 1 picnic shelter
- 2 picnic sites (each with tables and grills)
- 2 large charcoal grills

The Sutton Bluff Recreation Area is located on the West Fork of the Black River. The Recreation Area is centrally located to the Salem District's 25 mile Sutton Bluff ATV trail system, and provides a weekend base for many of the ATV riders. The Karkaghne Section of the Ozark Trail runs alongside the campground on the other side of the river. Other recreation activities associated with the area include fishing, swimming, and tubing. The campground loop road is paved. Several of the campsites spurs are long enough to accommodate small RVs. There is one host site with electricity, water and sewage hookups. The picnic shelter and some campsites are currently reservable through the National Recreation Reservation System. There is an opportunity to also sell Mark Twain National Forest ATV permits at this recreation area. (See Appendix N for more details). Because the wastewater treatment system is being replaced in the spring of 2004, the Forest Service may provide portable toilets from time of opening in the spring until the new system is operational. There are plans to replace the current flush toilet building with a new building that includes shower facilities in the future, but this project cannot be guaranteed.

III. STATEMENT OF WORK - GENERAL SPECIFICATIONS

<u>Scope</u>

The intent of this offering and any resultant permit is to maintain and operate recreation activities, developed recreation facilities, and opportunities within the Mark Twain National Forest.

It is the purpose of this prospectus to provide a pool of applicants from which to select a candidate that would best provide recreation services to the public using Government-owned facilities at the recreation areas on the Mark Twain National Forest. The successful candidate will be expected to provide a high quality customer service to visitors.

Following evaluation of all applications, the Forest Service will issue a Special Use Permit to the applicant that best satisfies the evaluation criteria. The selected applicant will be required to comply with all provisions of the prospectus, their application(s), and the Special Use permit. These requirements include, but are not limited to, presentation and approval of an operation and maintenance plan, a pre-season cleanup, staffing, fee collection, and a variety of specialized maintenance tasks and projects as stipulated in this section.

A. Operation Season

The minimum mandatory operation dates for **Sutton Bluff** is the first weekend in May through the last weekend in October. The following is the minimum mandatory operation dates for each of the **other recreation areas**. The season of operation will be approved prior to opening as outlined in the Operation and Maintenance Plan developed by the Permit Holder. The Permit Holder has the option of operating all or part of the facilities or services prior to and after the mandatory operation season. Such additional seasonal operation must be approved by the Forest Service and is dependent on the Permit Holder submitting a plan to the Forest Service for operation which will assure reasonable protection of the facilities. Termination of any service during the mandatory operating season can be done only with the mutual written consent of the Permit Holder and the Forest Service.

	<u>OPEN</u>	<u>CLOSE</u>
A	May 15	September 15
OR B	Thurs before Memorial Day	Day after Labor Day

Proponent must specify choice of minimum operating season in the permit. Unless clearly specified, season "A" will be required.

Many of the recreation sites are currently operated from May 1 - October 15, with some having an even longer season. Currently, Greer is open year round, Lane Spring and Marble Creek from 5/1 to 10/31, Markham from 5/20 to 10/15, North Fork from 5/15 to 12/1, Sutton Bluff and Loggers Lake from 4/15 to 12/1, Paddy Creek from 4/1 to 12/1, and Big Bay from 5/1 to 9/30. Applicants are encouraged to operate sites during the spring and fall, as some of the best outdoor recreation weather occurs during these seasons. The Forest Service may provide public access to boat launches outside the concession operation season.

The Forest Service may delay opening or closing any part of or the entire campground, picnic or boat ramp facilities for public safety reasons in any given season.

The Forest Service reserves the right to close all or a portion of any area in this Prospectus for repairs, improvements, or major maintenance. Every effort will be made by the Forest Service to minimize the impacts to the visitor and the Permit Holder. The Forest Service shall not be liable to the Permit Holder for lost revenues, operation costs, or any other losses resulting from these closures. **The Forest Service may develop and/or reserve a campsite, with hook-ups, to be provided free of charge to a volunteer who assists with Forest Service operations.**

B. General Responsibilities of the Permittee

Permittee shall provide the following activities and programs as part of this Special Use Permit, as appropriate at the individual sites:

Camping; picnicking; boat launching; bank fishing; beach swimming; trailhead parking and trail information; river information; Wilderness information; and National Forest information.

The permittee shall provide the following routine operation and maintenance service within the permitted recreation area: Fee collection; grass mowing, trimming and herbiciding; toilet building cleaning and sanitizing; trash pickup and disposal; campsite and picnic area cleanup; sign and bulletin board maintenance; boat launch maintenance; drinking fountain and hydrant sanitation and maintenance; security through visitor compliance with rules; and safety of all facilities, (including identification and removal of hazards).

The Permit Holder's responsibilities will be to operate and maintain, as specified herein, all aspects of the facilities of the Recreation Areas, except as otherwise noted in this prospectus or the special use permit. At the end of the season, the Permit Holder will relinquish operation and maintenance of the facility in a condition equal to or better than the condition at the beginning of the season.

The following is a list of responsibilities:

1. Open all facilities at the beginning of the season after pre-season preparations (Forest Service will assist with opening water systems and with hazard identification).
2. Clean and maintain grounds, toilets, camping units, fee stations, gates, signs, information boards, etc. This will include providing all labor, supplies, and materials necessary.
3. Inspect and repair facilities as needed before, during, and after the recreation season.
4. Remove all hazard trees and limbs which may develop during the season. (Forest Service may elect to assist with this project.)
5. Coordinate with the National Recreation Reservation System, for all those sites that are on the system. Arrange for receiving the Daily Arrival Reports (normally by FAX), and post reservations.
6. Collect user fees, and keep all required records and statistics.
7. Provide for public safety and offer some security in the campground.
8. Close all facilities at the end of the season. (Post-season cleanup; Forest Service will provide direction for or assist with closing water systems).

C. Required Services

1. Operations and Maintenance of the Facilities:

Cleanup and related activities will meet "Meaningful Measures" standards listed in Appendix I. The Forest Service Publication "Cleaning Recreation Sites" will also be made available to successful applicants to help them understand expectations.

a. General Safety:

A hazard analysis will be made by the Forest Service and the Permit Holder prior to initiation of the permitted operation.

At minimum, monthly inspections for health, safety and permit compliance will be made by the Forest Service. Corrective actions identified in these inspections will be the responsibility of the Permit Holder to complete in a time and manner specified by the Forest Service.

b. Communications:

The Permit Holder will be responsible for securing any needed or desired communications. The Permit Holder will be responsible for implementing an effective communications system within and between the recreation areas. The Permit Holder will be responsible for securing telephone or other systems at his/her own expense.

c. Utilities

The Permit Holder will pay for garbage removal (if applicable), toilet pumping, and electricity for the season of operation directly with the company (including hookup and/or disconnect fees and any other associated costs). The Forest Service will consider proposals that specify that the Forest Service will be responsible for these payments, **if it is clearly specified**. However, assignment of utility payment to the Forest Service will be considered in the evaluation criteria relating to return to the government.

d. Plumbing and Electrical Service and Repair:

When maintaining or repairing plumbing or electrical systems, the Permit Holder will be responsible for meeting State and National codes. Generally, above ground maintenance and repair will be the responsibility of the Permit Holder. Major repair to buried lines and pumps will remain the responsibility of the Forest Service. Costs for individual repairs of above ground facilities that exceed \$200 will be split between the permittee and the Forest Service, with the permittee being responsible for the first \$200, and the Forest Service paying the remainder of the cost.

e. Signs, Information Boards, Brochure Racks:

Existing signs, information boards, bulletin boards, and brochure racks will be maintained to a standard which the Forest Service would normally require for signs included under its own operation. The Forest Service will provide standard posters and signs. Additional signs may be erected by the Permit Holder either on the basis of individual approval by the Forest Service or on the basis of compliance with an overall sign plan previously approved by the Forest Service. The Forest Service retains the right to place new or replace existing signs as needed. The Permit Holder will be permitted to display brochures and literature appropriate to his/her operation of the recreation facility.

f. Roads and Walks:

The Permit Holder is responsible for maintaining vehicular and pedestrian access within the recreation area in a safe and passable condition. The Permit Holder's responsibilities will include, but are not limited to, keeping drainage channels free and working, eliminating chuckholes (if they develop), repairing walkways if damaged, and controlling and eliminating resource damage and erosion along roads and parking lots.

g. Mowing and Trimming:

The permit holder is responsible for mowing and trimming the grass and other vegetation in the open recreation areas and maintaining them in a desirable condition. They are also responsible for mowing and otherwise maintaining the vegetation along the roadsides within the recreation area. The Forest Service will consider proposals that specify that the Forest Service will be responsible for portions of the mowing, **if it is clearly specified**. However, assignment of mowing to the Forest Service will be considered in the evaluation criteria relating to the plan of operation, and the Forest Service may develop and/or reserve/use a campsite, with hook-ups, to be provided free of charge to a volunteer who assists with Forest Service operations.

h. Hours and Days of Operation:

Operation of all facilities within the recreation areas will be seven (7) days per week. Campgrounds and picnic areas will be open, at a minimum, from 10:00 a.m. to 9:00 p.m.; recommended hours for those with river access are from 6:00 a.m. to 10:00 p.m. Boat launches not in campgrounds will remain open 24 hrs/day. Specific hours of operation should be specified in the proposal. Future extensions or modifications of hours of operations for any area may be requested in writing by the Permit Holder, and must be approved by the Forest Service.

i. Gratuity:

Items listed in a policy statement prepared by the Permit Holder pertaining to gratuities must be previously approved in writing by the Forest Service. The policy may provide for gratuities furnished to persons present in the interest of public safety; those whose presence will significantly increase sales by publicity for the operation; competitors, judges, and other officials of organized competitive or exhibition events; officials responsible for inspection and administration of the permitted use; and other similar purposes. The Permit Holder will, however, be required to honor the Golden Age and Golden Access passports by allowing the holder at least a fifty percent reduction in user fees, such as those fees charged for camping and parking.

j. Non-discrimination Services:

In the conduct of all work, activities and services under this permit, the Permit Holder shall not discriminate against any member of the public, employees, staff, or applicants for employment because of race, color, religion, sex or national origin. Photographs used in publications will show a mixture of races and gender. Brochures or any publication for the public will be available in large print. A non-discrimination statement furnished by the Forest Service will be placed on all brochures and maps.

k. Sales and Contracted Services:

Merchandise and services offered for sale to the public within the permit areas are limited to those items appropriate to a camping, fishing, and/or boating facility and must have written approval by the Forest Service. Offerings of appropriate merchandise and services are encouraged.

The sale of alcoholic beverages is prohibited.

Contracting of food or other sales, and/or care and policing may occur if approved. The Permit Holder cannot relinquish his/her responsibility and obligation for any of these services.

Food preparation and/or food sales conducted by the Permit Holder within this permit area will require the Permit Holder to comply with applicable State laws and regulations governing such operations. Additions to government provided facilities, to meet State requirements, are the responsibility of the Permit Holder.

All unsold merchandise and food must be removed at the end of the use season.

Equipment may be stored on-site; however, the Forest Service will not be responsible for any loss or damage of said equipment.

Any bulletins, displays or advertisements must be approved by the Forest Service prior to posting. Items must appear neat. Any items torn or defaced must be replaced.

Any system for a service must be described in any proposal submitted by an applicant. Such service must be recognized by the Forest Service as a favorable public service for the Recreation Area and will be looked upon as such in the application evaluation process. These are encouraged.

No additional services will be permitted that would adversely affect the recreation experience or general atmosphere of the recreation area.

l. Buildings and Other Facilities:

The toilet buildings will be maintained by the Permit Holder. Toilets will be cleaned and maintained to the standards identified in the Forest Service publication "Cleaning Recreation Sites" (copy will be available for viewing at the showing and will be given to the Permit Holder).

m. Grounds Maintenance:

Grounds maintenance includes pruning and removal of hazardous trees, branches and other hazardous materials, mowing and weeding in the campgrounds, boat ramps, picnic area, roadsides and around signs. This is solely the responsibility of the permit holder, unless otherwise specified in the proposal.

n. Chemicals:

Any chemicals used in the performance of this permit will require prior Forest Service approval.

o. Use and Storage of Hazardous Materials:

Gasoline and other fuels and hazardous materials must be stored in Forest Service approved locations and containers.

2. Pre-season and Post-season Preparation

Prior to opening the areas for the season, the Permit Holder will be responsible for the following:

- Cleaning toilet buildings inside and out; includes cleaning all toilet vents so they are free of cobwebs and any other obstructions;
- Clearing roads and trails of debris and safety hazards;
- Cleaning upright grills, stoves, and fire rings. These facilities will be free of ashes and litter;
- Raking sites to ensure they are free of debris and litter;
- Washing tables, repairing broken or rotted boards and tightening loose table planks;
- Installing all signs and posters provided by the Forest Service, as well as signs supplied by the permittee.

At the end of the season, the Permit Holder is responsible for closing all facilities, and preparing them for the winter. This includes draining water systems, collecting all garbage cans, securing all doors, and cleaning out all culverts, among other tasks.

At some sites, the Forest Service may elect to assist with or perform certain pre-season opening tasks, and/or post-season operations, to facilitate Forest Service needs relative to the water and sewer systems.

3. Maintenance and Repair (M & R) Responsibility

Each year a Forest Service representative and the Permit Holder will jointly inventory the condition of the facilities to verify the maintenance needs and number of such items prior to the operating season. The Permit Holder is responsible for all holder M&R of facilities resulting from routine wear and tear. Holder M&R refers to maintenance jobs which neither materially add up to the value of the property nor appreciably prolong its life. Work serves only to keep facility in a clean ordinary efficient operating condition. Examples include: interior decorating, interior painting, repair of broken windows, tables and fixtures, cleaning, preventive maintenance to mechanical systems, etc.

4. Facility Repair/Replacement Due to Vandalism

Damage to Forest Service facilities or Forest Service property in excess of \$100/occurrence that occurs as a result of vandalism while the site is under permit shall be the responsibility of the Forest Service. Repair of damage less than \$100/occurrence is the responsibility of the Permit Holder.

D. Regulation and Policy Enforcement

The Permit Holder will be expected to inform occupants of the rules and regulations applicable to use and occupancy of the facility. If an occupant does not comply with the rules and regulations, the Permit Holder will gather as much information as possible on the violator without jeopardizing his/her own safety and provide the information as soon as possible to the appropriate Law Enforcement Officer. A violation of state or federal law must be reported as soon as possible to a Forest Officer, State Conservation Officer, or the Sheriff, and also to the permit administrator. The Permit Holder will be responsible for posting of Recreation Regulations and Rules in the areas, at the direction of the Forest Service. Refer also to Appendix H.

1. Carrying Capacity

The facilities are designed for specific uses and will only be used for those purposes. Permanent or frequent camping or parking outside of these units or designated parking areas will not be permitted. Selected facilities mutually agreed upon by the Forest Service and the Permit Holder may be designated for overflow. Single camping units have been designed to be occupied overnight by not over 8 persons at one time and double camping units to not be occupied overnight by more than 16 persons at one time. Parking more than 2 vehicles per single camping unit may occur if suitable overflow parking is not available, if the resources are not being adversely impacted. It will be the responsibility of the Permit Holder to assist occupants in locating their additional vehicle(s) in a safe and manageable location. The Permit Holder may waive the 14 day maximum length of stay requirement when there are no prior reservations for the site and comparable sites are available. **Maximum length of stay to be allowed should be addressed in the operating plan.** In addition, the Forest Service will consider other options for operation of Oak Knoll, (such as group use or longer periods of occupancy).

2. Controlled Access

The Permit Holder may control access in the campgrounds with staff. Some recreation areas are equipped with gates that may be utilized to help with this control. The Permit Holder will not allow further entry into the campgrounds or day use areas when occupancy has reached the capacity for the site, unless otherwise authorized by the Forest Service.

At any time the campgrounds are closed or access restricted by the Permit Holder, information will be provided at the campground entrance to the public in regard to closure and availability and location of other nearby campgrounds. Notification will also be given to the nearest Forest Service office as soon as possible.

3. Visitor Protection

The Permit Holder will be required to adopt reasonable "house rules" for the operation of the recreation area. To aid the Permit Holder in developing these "house rules", a list of applicable rules and regulations is attached (Appendix H).

The Permit Holder does not have the authority to enforce the Code of Federal Regulations. However, it will be the Permit Holder's responsibility to request assistance from appropriate Forest Service, state, or local law enforcement agencies after all requests for voluntary compliance have failed.

The objective of enforcement will be two-fold:

- (1) to seek compliance with rules by informing and educating the user and by taking a good host approach, and
- (2) as necessary, to request assistance from local law enforcement agencies.

Experience has shown that rules are most needed for the following items:

- 1) dogs not on a leash,
- 2) parking or camping in non-designated sites,
- 3) failure to pay fees,
- 4) excessive noise, and
- 5) driving through the recreation area after 10:00 p.m.

Individual sites have additional rules that need special enforcement attention. These should be discussed with the Forest Service representatives listed on page 5.

For the most part, the operation of the recreation area is similar to the operation of a private business. Procedures similar to those used to enforce rules at resorts or private businesses will be followed.

Applicants must describe in their Annual Operating Plan how they plan to handle violations of the rules and regulations and associated training of their personnel.

TECHNICAL SPECIFICATIONS

Permittee Furnished Supplies

The permittee will be expected to provide all supplies and equipment necessary to operate the sites to meet the requirements of the permit, except those items identified as Government Furnished Property. Typical supplies include, but are not limited to:

Cleaning supplies - mops, brooms, dustpan, toilet brushes, buckets, sponges, scour pads, glass cleaner, rags, toilet paper, rubber gloves, toilet bowl cleaner, cleansing and sanitizing solutions, and garbage bags.

Hand tools - rakes, shovels, pulaski, screw drivers, wrenches, ratchets, paintbrushes, and ladders.

Mowing/trimming equipment - hand mowers and riding mowers, chainsaws, weed eaters/trimmers, extra string and fuel to operate them.

Fee envelopes/tickets and/or receipts - items must be approved by the Forest Service.

Miscellaneous items such as garbage bags, light bulbs, hand soap, paper towels, paint and stain.

Campground map or brochures specific to the concessioned recreation sites (camera ready mock-ups will be provided by the Forest Service, if requested).

Uniforms and name tags (must be approved by the Forest Service), and personal protective equipment, (gloves, goggles, hard hats, saw chaps, etc).

Communication tools - CB radios, cellular telephones (pending location, may be unreliable due to forest terrain and lack of tower service), fax/copy machine, additional telephone lines and phones.

Vehicles and accommodations necessary to perform the work described in prospectus, including any carts or camping trailers needed.

Permittee Furnished Utilities

The permittee will be expected to provide and pay for all utilities necessary to operate the sites to meet the requirements of the permit, **unless otherwise clearly specified in the proposal**. Please address each of these in your proposal. Typical utilities include, but are not limited to:

Electricity - The permittee will pay the cost of electricity used during their operating season. As a part of their bid, they may choose to pay for year-round service. The permittee will be responsible for the transferal of accounts and the initial deposit and connection fees if they elect to have the utilities in their name and to pay the utility company directly. If meters are shut off or transferred back to the Forest for the period outside the permittee's operating season, the permittee will pay all disconnect or reconnection fees.

Telephone - The permittee will pay the cost of commercial and residential service as well as pay telephone line service. Pending approval of the Forest Service, some telephone lines may be put on hold during the non-use season. The permittee will be responsible for the transferal of accounts and the initial deposit and disconnect fees.

Sewage - All vault toilet pumping will be a **part of the bid package**, and **whether the proposal specifies that it is the responsibility of the permittee or the Forest Service** will be considered in the permittee selection process. If the Forest Service retains responsibility for pumping of the vaults, it will be the responsibility of the permittee to notify the Forest at least 10 days before the vaults need to be pumped.

Garbage - Permittee shall be responsible for assuring that garbage does not exceed capacity of the containers (dumpsters, cans, etc.) and for keeping garbage locations clean and free from objectionable odors. This will require removal from the areas on at least a weekly basis and more frequently on busy weekends and/or holidays, **unless the permittee designates the area Pack-In/Pack-Out**. The permittee will remove or pay for the removal of garbage and transportation to and deposition of the garbage in a transfer station or sanitary landfill, unless the proposal states that such removal is the responsibility of the Forest Service. If the proponent does not propose to take full responsibility for garbage disposal, the proposal must clearly state the intended responsibilities of the permittee and the Forest Service for such garbage removal.

The Forest Service will retain responsibility for removal and disposal of garbage from the dumpster at **Big Bay Recreation Area**.

Water - The permittee will be responsible for maintaining the above ground water system components. (The Forest Service will conduct drinking water testing.) The permittee will be responsible for conducting daily residual chlorine testing and maintaining the testing log at any facility that may have a chlorinator system at any time during the life of the permit.

Forest Service Responsibilities - Maintenance

As the owner, the Forest Service is responsible for reconditioning maintenance, which is work done to arrest deterioration and to appreciably prolong the life of the property. Some examples of reconditioning maintenance include: new building roof or floor, replacing signs or steps, hardening campsites, and replacing campsite furniture or other government owned facilities. Appendix J contains a list of reconditioning maintenance projects currently identified. These reconditioning maintenance projects are part of the required permit fee offset program, described in the Special Use Permit Fee section.

Reconditioning Maintenance (fee offset)

The applicant must identify in the application which reconditioning maintenance projects he/she wishes to complete in the first year, and whether they will complete the work themselves, contract it, or enter into a collection agreement for the Forest Service to complete the work. The "Responsibility" column on the reconditioning maintenance tables in Appendix J can be used for this purpose in the application. The Forest Service is willing to accept assignment of reconditioning maintenance. Changes can be made at any time with the agreement of both parties. This process continues each year prior to signing the annual operating plan for the term of the permit.

For reconditioning maintenance projects, if the permittee chooses to use their own staff or a contractor, they must submit records sufficient to substantiate expenditures. The Permittee must use the "Granger-Thye Fee Offset" form, a copy of which can be found in Appendix J. These records may be in the form of invoices, ledgers, check receipts, cash receipts, personnel records, etc. that meet commonly acceptable business practices. These expenditures can include "sweat labor" and overhead by the permittee at reasonable and agreed upon rates. The permittee should certify that the costs submitted are reasonable, true and accurate for each project. For construction projects greater than \$2000 in value, Davis-Bacon wages must be paid to employees involved.

The Forest Service can accept this certification as basis for giving credit. The Forest Service will review the records and determine if all or a portion of the submitted costs qualify for fee offset. If there is disagreement on the credit amounts or the certification of the costs, the Forest Service and permittee will negotiate to reach a mutually agreeable conclusion.

When credit is given, the permittee is refunded from the money collected for the special use fee. This process of billing, receiving payments, giving credit for work performed and making reimbursement payments continues until the permittee has satisfied his/her total fee due the government for the year. At no time will the total reimbursement exceed fees paid, but credit can be given toward future bills within the life of the permit.

Forest Service Responsibilities - Supplies

The Forest Service will supply the permittee with the following items:

Any standard Forest Service posters, signs or closure orders to be placed on bulletin boards.

Forms to report use.

Comment cards or response forms to be handed out to the general public.

Mark Twain Forest Season Parking Passes to be sold at all fee parking areas.

Pending adequate funding, forestwide pamphlets and other National Forest publications.

Unused items furnished by the Forest Service remain the property of the Forest Service and upon completion or termination of the permit, must be returned to the Forest Service.

Forest Service Responsibilities - Utilities

The Forest Service will be responsible for overseeing the operation and maintenance of the pressurized water and sewer systems that supply the recreation areas. The permittee will be responsible for any plumbing needs inside buildings and at fountains, water stand pipes and hand pumps, while the Forest Service will be responsible for motorized pumps and any underground lines outside buildings. If specified in the proposal, the Forest Service will also be responsible for operation of these systems (other than daily chlorine testing, where required), and for garbage removal.

The Forest will fulfill requirements of the Missouri Department of Natural Resources for drinking water and swim water testing. Historically, drinking water testing has been conducted monthly. The permittee will be responsible for conducting daily residual chlorine testing and maintaining the testing log at any facility that may have a chlorinator system in operation at any time during the life of the permit.

Routine Cleaning and General Maintenance Tasks

The permittee is responsible for keeping all recreation area sites and facilities safe, clean and sanitary for use by the public. They must keep humans free from unhealthy exposure to human waste, keep toilets and garbage locations clean and free of objectionable odor, keep sites free of litter and animal refuse, and keep all other facilities clean. To help guide the permittee in fulfilling this permit requirement, a copy of the Forest Service publication, "Cleaning Recreation Sites" will be provided. (Applicants wishing to review this publication must request a copy from the Forest Service.)

The permittee is responsible for pre-season, in-season and post-season routine maintenance tasks. Also see pages 16 to 21 for the routine cleaning and maintenance tasks commonly needed prior to opening, during the use season and after closing, and Appendix I for a list of standards to be met.

Tenant Maintenance

The permittee is responsible for "Tenant Maintenance," which is work done to keep the facility in an ordinary, efficient operating condition. It is work that neither materially adds to the value of the property nor appreciably prolongs its life. Appendix D is a list of government facilities and property that will be authorized for permittee use through this Special Use Permit. Tenant maintenance items include, but are not limited to, the following tasks:

Paint site numbers, speed bumps, and roadway markings (every two years).

Paint lines, arrows, accessible symbols in parking areas (at least every third year).

Remove brush from campsites and roadsides (two times within five year permit period and two times within option period, if exercised).

Clear drainage ditches, culverts and grates of leaf litter and debris (1-2 times yearly, or more often if needed).

Stain buildings (one time within five year permit period and one time within option period, if exercised).

Paint interior of toilet/shower buildings (two times within five year permit period and two times within option period, if exercised).

Paint playground equipment (one time within five year permit period and one time within option period, if exercised).

Stain bulletin boards, sign posts and picnic tables (every other year).

Items listed as one time in five year permit periods will require concurrence of the permit administrator for scheduling. If the permit period is less than five years, most but not all of the items so listed will be scheduled within the permit period.

Reservation Services

The Permit Holder may operate all facilities solely on a first-come, first served basis, or may be a part of the national reservation system. The Mark Twain National Forest currently participates in the National Recreation Reservation System (NRRS) for providing reservation services for recreational facilities and activities at some recreation areas. The NRRS agencies have entered into a contract with Park.Net, a private company located in Ballston Spa, New York, to provide one stop shopping for reservations. The public can make reservations for campsites and other facilities and activities by using a toll free telephone number (1-877-444-6777), by Internet at www.ReserveUSA.com or at participating field locations. Campers pay in advance of their arrival and no fees are collected at the site. Payment for these sites will be passed from the NRRS Cash Management Office directly to the permittee, (usually electronically). Permittees will be eligible to receive camping fees associated with actual use of a campsite during the period covered by their Special Use Permit. Since reservations can be made up to 240 days in advance, these payments may be held in an escrow account and distributed after the actual use occurs.

Also since reservations are made in advance, the reservations may be at rates that existed prior to execution of the permit. These reservations must be honored at the rates in effect at the time the reservation was made.

A list of reservation sites and current fees and an explanation of reservation administration is in Appendix G - Reservation Information. At the present time, all the campsites on the Potosi Ranger District and most campsites at Sutton Bluff and Big Bay are on the reservation system, and group sites and/or pavilions from other recreation areas are reservable. We encourage use of the reservation system, and the Forest Service will provide support to the Permit Holder to add sites to the system, if desired by the Permit Holder.

The permittee is required to use NRRS for all facilities that they elect to offer on a reservation basis. They do not have to offer continued reservation services for the facilities currently under reservation, but they must honor any and all existing reservations made prior to the execution of the permit and the annual operating plan. Additional facilities may be added to the reservation system, and the permit holder is responsible for seeing that the information in the reservation system is up-to-date. The permittee must obtain prior approval of the Forest Service before altering current data in the NRRS.

Annual Parking Pass

In addition to the daily parking permits, all Mark Twain National Forest recreation area permittees will be required to offer an annual pass for parking fees at a price of \$20.00. Permittees will honor

this season pass at their areas whether or not that particular pass was sold by them. The Forest Service will supply permittees with the Mark Twain National Forest Season Parking Pass, or they can provide one of their own design. Changes in season pass prices can only be made by the Forest Service.

The Forest Service will also sell this annual pass throughout the year at all administrative offices, and may make them available at campgrounds that we operate.

All revenue from passes sold by the permittee will be retained by the permittee. Since the total value of passes sold at all Forest Service administrative offices combined has been less than \$250 each of the past 3 years, these sales are not seen as significantly affecting the fees at concessioned sites, and since the Forest Service will still manage certain developed recreation areas throughout the operating season, revenues from those sales will be retained by the Forest Service.

Discounts and Refunds

The permittee is required to offer Golden Age and Golden Access Passport holders a 50% discount on camping fees for single camping sites and daily parking fees only. The Forest Service and most of our existing concessionaires also honor those discounts for double camping sites, and for season parking passes. However, permittees are not required to honor the passport discount for double or group camping sites, for pavilion use, or for season passes. While the Forest Service accepts Golden Age, Golden Access and Golden Eagle passports for the full amount of daily parking fee and for a 50% discount on seasonal passes, Golden Eagles are not honored for discounted camping fees, and concessionaires are not required to honor them at all. **Which passports will be honored, and for how much of a discount, should be addressed in the proposal, and in the Operating Plan.**

Camp Stamps must be honored by the permittee as fee payment and will be redeemed by the Forest Service at face value. This is a discontinued pre-purchase camping program and very few camp stamps are now being utilized. The permittee may propose other discounts which must be approved by the Forest Service.

At campgrounds, provisions will be made for free use for up to 30 minutes. A minimum half hour free pass may be made available by the permittee (license number and time specified, and/or a deposit at the permittee's option) to any vehicle wishing to enter an area for short-term purposes (visit campers, preview sites, observations, use restrooms, obtain drinking water, use telephone). If the vehicle does not return in the specified time, the permittee may keep the deposit or charge the vehicle a parking fee. Other options for providing this short free use may be proposed.

A refund policy will be established as part of the operations plan. Historically, full refunds to occupants at all campgrounds who leave before 2:00 PM and who have already paid for the next day or following days, have been granted. Refunds granted to campers using the reservation system will be made through the NRRS. The policy should also address refunds of the daily parking fees, and whether or not refunds will be not offered for season parking passes.

The permittee will be required to have and utilize a refund system as specified in their proposal.

Collection and Tabulation of Use Data and Reports

The permittee will make available to the Forest Service, upon request, accounting books and supporting records for analysis and financial audits.

The permittee will provide fee envelopes or tickets to be used by customers at self-service pay stations and fee envelopes or tickets to be used at campgrounds that are staffed by permittee

employees. Both envelopes and tickets must have receipts that customers can display on their vehicles. The following information must be completed on these envelopes and tickets and/or on the recreation area use logs:

1. Name and mailing address of the permittee, including zip code
2. The total amount paid
3. The number of days paid
4. An indication of whether a Golden Age or Access Passport was used (passport number)
5. Dates paid
6. Vehicle license plate number and state
7. Number of people in the party

These envelopes or tickets will be retained by the permittee for a minimum of 30 days, and the use data from them reported to the Forest Service. Training in proper procedures and forms to record this data will be provided by the Forest Service.

Daily campground occupancy records and vehicle counts will be maintained at all recreation areas. The Forest Service will provide forms to the permittee for tracking this data, or the permittee may provide their own with Forest Service approval.

Responsibility for Day-to-Day Activities

The permittee must conduct the day-to-day activities authorized by the permit. Some, but not all, of these activities (such as boat rentals or garbage disposal) may be conducted by a party other than the holder, but only with prior written approval of the authorized officer. The holder will continue to be responsible for compliance with all the terms of the permit.

Disasters and Acts of God

The Forest Service reserves the right to close any recreation site to protect public safety in the event of environmental disasters such as flooding, fire or storm damage, or for recreation site construction. No major closings are planned for any of these areas in the near future (3 years).

In the case of a catastrophic event, the Forest Service reserves the right to cancel the permit.

If closure of a recreation area or cancellation of the permit should occur, an appropriate adjustment in permit fee will be made by the Forest Service. The Forest Service shall not be liable to the permittee for lost revenues, operating costs or any other losses resulting from any recreation area closures or permit cancellation.

OPERATION AND STAFFING

Operation Plan

The Operation Plan as submitted in the proposal shall be used in conjunction with this Statement of Work for the operation of the permit. This plan will be updated each year, and submitted for approval of the Forest Service prior to the operating season.

The permittee may request to adjust the operations plan at any time. These adjustments are subject to Forest Service approval, and if appropriate an equitable adjustment in the fee will be made.

Operation Schedule

The minimum operating dates are from the Thursday before Memorial Day to the day after Labor Day, but the actual operating dates should be addressed in the proposal. The permittee will operate in accordance with their proposal.

Allowance should be made for at least a one-week pre-season opening period and a one-week post-season closing period. These may not always be necessary at all sites.

The permittee will collect the camping and parking fees as specified in their proposal. Fee adjustments and other changes in the operation plan not addressed in the original proposal can be submitted, but must include reasonable advance notification to the Forest, the public, and where applicable, to the NRRS.

Staffing

The permittee will furnish all personnel and adequately train and supervise employee activities while performing under the provisions of this permit.

Forest Service Campground Host volunteers and past permittee employees have lived and worked out of their recreational vehicles parked on-site at most campgrounds where electric, water, and /or sewage hookups are offered at one or two sites at each area.

The permittee will designate an on-site representative (group manager) who will act as the principal contact with the Forest Service. The on-site group manager(s) should have experience needed to manage the recreation areas. This person(s) should possess supervisory skills and be willing to train and guide their employee(s). They should possess proficient public relations, communication, record-keeping and money handling skills.

It is required that the permittee staff the areas as specified in their proposal. A 24-hour staff presence is strongly recommended from 6:00PM Thursday through 6:00PM Sunday (and on holidays) at Big Bay, Greer Access, Lane Spring, Marble Creek, North Fork, and Sutton Bluff Campgrounds/Recreation Areas. A minimum of a 6-hour/day presence is strongly recommended Friday through Sunday and all holidays at Loggers Lake and Paddy Creek Areas. Weekday presence at all of the sites must be adequate to meet the required standards.

"Good Host" and Employee Conduct

All permittee employees will be required to attend an orientation and "Good Host" training course provided by the Forest Service.

The permittee is responsible for the conduct of his/her employees. Permittee employees will adhere to all the rules and regulations that apply to the general public. The permittee and his/her employees will be expected to follow all applicable federal, state, and local laws, as well as the terms and conditions listed in the permit. Any violation shall be deemed noncompliance with the terms and conditions of the permit and possible cause for permit revocation. (See Appendix A)

The Forest Service reserves the right to require removal of any employee who is either in violation of the rules, or who doesn't exhibit a "good host" attitude. Rules of conduct that apply to Forest Service employees will also apply to all representatives of the permit holder operating under this special use permit.

Conduct which is prohibited includes, but is not limited to:

- 1) engaging in conduct prohibited by 36 CFR 261,

2) using, or being under the influence of, intoxicating beverages or narcotic drugs while on duty or residing within the recreation sites.

Every person entering the area under permit will be treated with kindness and respect. Tact, diplomacy, and courtesy will be exercised at all times when dealing with the public.

Permit Holder representatives will greet the public in a friendly manner and provide them with basic information. They must maintain a positive, friendly tone even when others become unfriendly or unreasonable.

Permit Holder representatives shall not carry firearms at any time while performing service under this Special Use Permit.

Permit Holder representatives shall cooperate with Forest Service employees, SCSEP enrollees, and others performing government business.

All permittee employees are required to wear a uniform with a name tag that identifies them as employees of the permittee while they are performing routine operation and maintenance tasks. The uniform and name tag design must be approved by the Forest Service. The uniform must fit well and be clean and presentable at all times (no tears, etc.). When work conditions necessitate, employees may wear coveralls over the uniform. While present at their resident campsite or while conducting cleanup duties, the attendant may wear non-uniform clothing.

Customer Service and Security

The employees will act as "Good Hosts", providing prompt, courteous and accurate service to the customer. This includes providing accurate, up-to-date recreation information to the public and maintaining an adequate supply of maps, brochures and handouts (provided by both the Forest Service and the permittee) for employees to be able to respond to public information needs.

All information signs, forms, flyers, pamphlets, or other forms of advertising available for public distribution by the permittee must be approved by the Forest Service prior to use.

The permittee will be required to establish a procedure on how to handle complaints.

The permittee must establish a clear policy on when and how they will charge for pavilion use, and define their policy for parking for group use.

The permittee will be required to establish a protocol for dealing with emergencies, such as accidents, fire, drowning, sudden health problems, search and rescues. This protocol should be developed in cooperation with local, state and federal agencies.

Law Enforcement

The Permit Holder will be expected to inform occupants of the rules and regulations applicable to use and occupancy of the facility and to seek compliance with all "Regulations", a sample copy of which can be found in Appendix H. It is assumed the permittee agrees to follow the strategy for seeking compliance outlined in the appendix; unless otherwise stated in the permittee's application.

If an occupant does not comply with the rules and regulations, the Permit Holder will gather as much information about the violator as possible without jeopardizing his/her own safety and provide the information as soon as possible to the appropriate Law Enforcement Officer.

The permittee does not have the authority to enforce any state or federal laws and regulations. A violation of state or federal law must be reported as soon as possible to a Forest Officer, State Conservation Officer, the Sheriff or other law enforcement officer, and also to the permit administrator.

The Forest Service will not assume responsibility for recreationists' non-payment of fees. The permittee must file a civil complaint with the local district magistrate in order to collect on non-payment of fee violations.

The permittee will be responsible for reporting acts of vandalism or destruction of government property. The report must be made to the authorized Forest Official within 24 hours of the discovery.

The Forest Service currently has a cooperative law enforcement (CLE) agreement with the local law enforcement agencies to provide police services (primarily on weekends) to some of the recreation sites. Additional patrols may need to be secured by the permittee.

Insurance Requirements

Permittee will be required to carry a **minimum** \$300,000 policy for combined single limit liability insurance to cover property damage, bodily injury and/or death. It is recommended that the permit holder obtain at least a \$1,000,000 liability policy. The U.S. Government must be listed as "also insured" by the policy.

The successful applicant must provide an authenticated copy of all insurance policies to the Forest Service prior to the start of work each year the permit is in force.

Bond Requirement

Permittee will be required to obtain a performance bond to assure satisfactory performance of all obligations required in the Special Use Permit. The bond will be in the amount of \$500 minimum per recreation area. This bond can be in the form of an irrevocable letter of credit, certificate of deposit, corporate surety, deposited securities, cash, or assignment of savings account. The expiration date of the bond must be not less than one year after the expiration date of the permit.

If operation and maintenance of the government facility is terminated for unsatisfactory performance of obligations required by the Special Use Permit, Prospectus, and Operation and Maintenance Plan, all or part of the performance bond may be used to advertise a new prospectus.

Communications

The Forest Service will **not** normally supply a Forest Service radio to the permittee. If one is supplied, the permittee will only use this radio for emergency situations.

Telephone service is available to all of these recreation areas except Paddy Creek. Some sites may have more than one separate residential line, or also have a pay telephone.

Communication with the NRRS has been maintained through fax. A fax machine with a dedicated telephone line may be required for those sites on the reservation system.

Non Exclusive Use

This permit is not exclusive. The Forest Service reserves the right to use or allow others to use any part of the permit area for any purpose with or without use fees. The Forest Service may develop and/or reserve/use a campsite, with hook-ups, to be provided free of charge to a volunteer who assists with Forest Service operations.

SPECIAL INSTRUCTIONS FOR THE PREPARATION OF APPLICATIONS

A. General Instructions

1. Resource information (such as data concerning labor hours and categories, materials, subcontracts, etc.) must be contained in the technical application so that the applicant's understanding of the statement of work may be evaluated. It must disclose the applicant's technical approach in sufficient detail to provide a clear and concise presentation that includes, but is not limited to, the requirement of the technical application instructions.
2. Applicants may, at their discretion, submit alternate applications or applications which deviate from the requirement; provided that an applicant also submits an application for performance of the work as specified in the statement of work. Any "alternate" application may be considered if overall performance would be improved or not compromised, and if it is in the best interest of the Government. Alternate applications or deviations from any requirement of this prospectus must be clearly identified.
3. The Government will evaluate applications in accordance with the evaluation criteria set forth in the SELECTION PROCESS section of this prospectus, (pgs 6-7).

B. Application Instructions

1. At a minimum, the following seven items should be part of the written application:
 - a. A 3 year financial statement (Form FS-6500-24 found in Appendix K)
 - b. At least 3 credit references (FS-6500-24 & 25); preferably banks.
 - c. A cash flow analysis for the first year of operation.
 - d. Resume and References of Firm Principles and Group manager(s), (Include experience form in Appendix K.)
 - e. Operation Plan including the following forms:
 - 1) Fees paid to the Forest Service (Form in Appendix K)
 - 2) Proposed Recreation Site Fee Structure (Form in Appendix K)
2. Applications which merely offer to conduct a program in accordance with the requirements of the Government's statement of work will not be eligible for award. The applicant must submit an explanation of its proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.
3. A detailed operation plan must be submitted indicating how each aspect of the statement of work is to be accomplished. The proposed operation plan should reflect a clear understanding of the nature of the work being undertaken, and will become part of any resultant permit.
4. Appendix K contains an application checklist and copies of forms for your convenience.

Financial Statement

A financial statement reflecting applicant's current financial condition should be provided. This can be done with the completion of FS-6500-24, Financial Statement, found in Appendix K.

The applicant should provide documentation reflecting payment history or credit reports of any current or past businesses. Applicant should provide any record of payment of fees to the government, including any prior permits or those held currently in other locations.

Cash Flow Analysis for the First Year of Operation

As part of the financial package, the applicant should provide a forecast cash flow, including a detailed breakdown of expenditures by category or expense for the first year of the proposed

concession operation and all other business ventures. Provide evidence that funding sources are available and committed. This can be done with the completion of analysis found in Appendix K.

Appendix E provides historical information for use by applicants in making income and expense estimates. A checklist of income and expense categories is also included. Income and expenses may be different for permittee operations. Visitor use and occupancy figures shown are estimates and do not represent any guarantee of expected occupancy or income.

The expenses listed are for normal operation in one or more of the past five years, and do not include annual cost of equipment replacement or major repairs.

Resume and References of Firm Principles and Group Manager(s), (Include experience form in Appendix K)

The application must provide the general background, experience, and qualifications of the organization, and group manager. Similar or related contracts, subcontracts, and/or grants should be included and/or contain the name of the customer, contract number, dollar amount, time of performance, and the names and telephone numbers of the project officer and contracting/grants officer.

The applicant must provide references on the table provided in Appendix K for the firm and the group manager(s). For each reference, indicate with an "X" in the appropriate column the relevant tasks performed. In addition, the applicant should provide a brief description listing each experience including the dates, company name, address, and contact person and telephone number.

Operations Plan

The applicant should describe how and when the recreation areas will be operated and how the prescribed public services will be provided. The applicant should describe realistic planning and scheduling to assure quality customer service, performance and timely completion of permit requirements. How the proposed organization would provide consistent management from year to year is also important. The operation plan will become part of any resultant permit.

The requirements set forth in the Statement of Work will be included automatically into any resultant permit and do not have to be addressed again here, unless needed for continuity.

As a minimum the operation plan should address the following:

1. The proposed fee to be charged to the public for camping and parking for the 2004 season and any subsequent years, if different. Applicant should specify in their application how fees will be collected. (Form in Appendix K) This will become part of any resultant permit.

Listed below are current fees. Significant changes to the current fee schedule should be supported by a market study. If an area that is currently not charged a fee is proposed by an applicant for a fee, the fee proposed should be consistent with those areas of similar type.

Site of Activity	Current Fees
Camping	
Greer Crossing, Lane Spring, Loggers Lake, Marble Creek, North Fork, & Sutton Bluff:	\$8.00/standard site; \$16.00/double site; \$25.00/group site
Big Bay Camping	\$10.00/standard site
Paddy Creek Camping	\$5.00/standard site
Day Use	
Pavilions (in all areas with pavilions)	\$25.00/day

Site of Activity	Current Fees
Parking (in all day use areas except Big Bay and Paddy Creek)	\$2/day/car\$10/day/bus \$20/car/season for season pass

2. The applicant must identify in the application which reconditioning maintenance projects he/she wishes to complete for the first year of the permit, and how the work will be completed (by his staff, contract, or through a collection agreement with the Forest Service). The "Responsibility" column on the reconditioning maintenance tables in Appendix J can be used for this purpose in the application. The Forest Service is willing to accept assignment of reconditioning maintenance to fulfill any or the permittee's entire obligation. Changes can be made at any time with the agreement of both parties. This process continues each year for the term of the permit.
3. The applicant must list the dates that they will operate each area. (The minimum operating dates are from May through October for Sutton Bluff, and the Thursday before Memorial Day to the day after Labor Day at all other sites.) Listed below are the approximate dates that the Forest Service has historically operated each area. (Form in Appendix A). These dates will become part of any resultant permit.

Area	Opening	Closing
Lane Spring CG, Loggers Lake, Marble Creek, & Sutton Bluff (No water before May 15 or after October 15)	April 15 - May 1	October 31
Big Bay	May 1	September 30
Lane Spring Day Use	March 1	December 1
Markham Springs	May 15	October 15
North Fork	May 15	December 1
Greer Crossing (No water before May 15 or after October 15) & Paddy Creek Day Use Areas	Year Round	N/A

4. The application must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate the applicant's understanding and management of important events or tasks and indicate the level of effort proposed to achieve the desired results. The applicant must explain how the management and coordination of consultant and/or subcontractor efforts will be accomplished.

It would be advantageous to the permittee if his/her employees had some previous custodial experience and know how to safely operate a lawn mower and weed eater, and have knowledge or skill in carpentry, small engine repair and plumbing. All employees should be capable of being trained to carry out "Good Host" principles when dealing with the public and seeking compliance with "Regulations".

The technical application must include a list of names and proposed duties of the key personnel and key subcontractor employees assigned to the project. The approximate percentage of time each individual will be available for this project must be included. One person may perform several tasks; however, this should be clearly stated in the application.

The following items should be included:

- a. Number of employees
- b. Employee qualifications (skills, talents, education and experience)

- c. Job responsibilities and fiscal authority
- d. Work schedule
- e. Training needs (if any)
- f. Housing

Historically, the Forest Service or concessionaires have used the following staffing levels:

1-2 persons in each recreation area as full-time hosts, (performing the cleaning, operation and maintenance), with additional help at some sites for mowing and trimming. (Paddy Creek has not had a full-time host, since it does not have a host site with full hook-ups).

5. The applicant should specify in the application what type(s) of optional services he/she proposes to provide. The application should include a list of estimated prices, if any, for these services and the method in which they will be sold. Examples of optional services include: providing interpretive and recycling programs, hosting fishing derbies, and the sale of firewood, snacks or ice, and boat rentals. The Forest Service reserves the right to disapprove the sale of some optional services pending their appropriateness to a particular recreation site. Appropriate services are those related to or in direct support of the existing user needs that do not detract from the recreation area's character and experience. Optional services must also be consistent with the Mark Twain National Forest Land and Resource Management Plan.

Interpretive programs are encouraged, but must be approved by the Forest Service.

6. The application must include a description of the proposed communication system. The applicant should show how communications with the following parties will be carried out: employees working in recreation sites throughout each group area, the public, the NRRS (if reservations will be offered), their suppliers, law enforcement, and the Forest Service.
7. The application must contain a discussion of present or proposed facilities and equipment which will be used in the performance of the contract.
8. The applicant must clearly state how mowing, utilities, and other options will be covered. If not specified, they will be the responsibility of the permittee.
9. In addition to the information indicated above, the applicant will submit the Solicitation Forms in Appendix K. Applicant must complete all forms in accordance with instructions provided therein.

C. Prerequisites to Issuance of a Permit

If the prerequisite items listed below are not met within 45 days of the selection letter, a permit may not be issued to the selected applicant(s), and the applicant(s) who receive the next-highest rating may be selected, subject to a Financial Assessment Determination (FAD) and other prerequisites to permit issuance.

Prerequisites

1. Documentation of financial ability.
2. An annual Operating Plan, completed and signed by the applicant, and approved by the Forest Service.

3. An annual agreement for any G-T fee offset work required by the FS.
4. Insurance requirements.
5. Bonding requirements.
6. Required deposits and advance payments.
7. Required certifications, state business license, and other prerequisites.